

CHAPTER 5

TOWN ADMINISTRATIVE ORGANIZATION

Section 1 General

5-1-1 The administrative functions of the town government shall be performed within the organizational framework of several divisions and departments.

5-1-2 The divisions should include:

- (a) division of finance and administration;
- (b) division of planning and community development; and (c) division of public works, and include other divisions, as the Town Manager may establish with the approval of the Board of Selectmen.

5-1-3 The departments shall include the office of Town Clerk, a police department, a fire department and such other departments as the Town Manager shall establish, with the approval of the Board of Selectmen.

5-1-4 Responsibility for the functions administered within the divisions shall be vested in the Town Manager, who may organize these responsibilities, as necessary with the approval of the Board of Selectmen by an affirmative vote.

5-1-5 The Town Manager, with the approval of the Board of Selectmen, should designate those divisions to be supervised by a director and those, if any, to be supervised by the Town Manager. If the manager is designated to act as director of one or more divisions, he should in the first occurrence only serve in such additional capacity without additional compensation.

5-1-6 With the approval of the Town Manager a division director, other than the manager, may designate himself as head of one or more departments within his respective division, but if so designated he shall serve in such additional capacity without additional compensation.

Section 2 Division of Finance

5-2-1 The administrative functions of assessment, tax and fee collections, receipts and disbursements, purchasing, and others of a fiscal nature shall be carried out within a division of finance.

Section 3 Division of Planning and Community Development

5-3-1 The administrative functions of planning, zoning enforcement, subdivision control, the issuance of building permits, all town inspections required by law, conservation, land acquisition and management, approval of street plans, health, building code enforcement, urban revitalization, and community development and such other services as may be assigned by this charter or by-law shall be carried out within a division of planning and community development.

Section 4 Division of Public Works

5-4-1 The administrative functions of cemeteries, the collection and disposal of solid waste, engineering, forestry, trees, highways, parks, public grounds, sewers, water, and such other public works functions as may be assigned by this charter or by by-law shall be carried out within a division of public works.

Section 6 Police Department

5-6-1 A police department shall be established under a chief of police, who shall be appointed by the Board of Selectmen.

Section 7 Fire Department

5-7-1 A fire department shall be established under a fire chief, who shall be appointed by the Board of Selectmen.